



## **2020 Volunteer Center Grant Notice of Funding Availability and Application Instructions**

---

## **Applications Due Monday, September 16, 2019 @ 3:00 p.m. CDT**

---

Volunteer Tennessee has received its 2019 allocation for its Commission Support Grant funding from the Corporation for National & Community Service; however, since the funds were made available later in 2019 than anticipated, the majority of Volunteer Center Grant activities will take place in 2020. Commission Support Grant funds are to support the operations of state commissions in implementing their duties as required by the National and Community Service Act of 1990, as amended and the Edward M. Kennedy Serve America Act. Primary duties of state commissions include implementation of the state service plan, recruitment of volunteers for national and community service, and the development of projects, training and technical assistance for national and community service. Volunteer Tennessee seeks applications from Volunteer Centers to carry out these responsibilities in local communities in Tennessee.

**Award amounts.** Applicants may apply for a minimum of **\$5,000** and a maximum of **\$40,000**. Typical awards are between \$5,000 and \$10,000. A **50% match (non-federal)** – cash or in-kind – of the total budget is required for Volunteer Center funding. For example, an applicant requesting \$5,000 in federal funds through this application must document at least \$5,000 in matching funds, which is 50% of the program total cost of \$10,000. Any unobligated funds may be made available to applicants for supplemental funding.

**Project period.** The project period is one year: January 1 – December 31, 2020. Continuation funding for subsequent years is not guaranteed and is dependent upon availability of funding and satisfactory performance.

**Eligible applicants.** Volunteer Centers are defined as an official volunteer center registered with the Points of Light Institute/HandsOn Network, a United Way volunteer center or other non-profit organization that can clearly demonstrate that it performs the functions of a Volunteer Center at the city or county level. Applicants must be registered within the State of Tennessee.

**Application and technical assistance webinar.** Volunteer Tennessee will offer a webinar to introduce potential applicants to Volunteer Tennessee and to go into detail about the Notice on **Thursday, August 29 at 1:00 p.m. CDT**. Please visit our website [www.volunteertennessee.net](http://www.volunteertennessee.net) for more details about the webinar and to access a recording following the webinar. Volunteer Tennessee strongly encourages new and re-competing applicants to attend the webinar.

**Proposal Submissions.** Specific programmatic requirements are detailed in the instructions below. **Proposals must include the following components:**

- I. Title Page**
- II. Program Narrative**
- III. Budget Form with Detail**
- IV. Performance Measure Worksheet**
- V. Signed Certifications and Assurances Form**
- VI. Completed Financial Management Survey**
- VII. Most Recent Audit**

Submissions will be accepted by **email only**. Facsimiles will not be accepted or reviewed. Type and single-space the submission package in not less than 12-point font size with one-inch margins. **You must follow the page limits specified below.** Please do not submit appendices or other documents not specifically requested, as they will not be accepted. Volunteer Tennessee

will not review any submission that does not comply with all of the above requirements except under extenuating circumstances as determined by Volunteer Tennessee.

Submissions are due to [Volunteer.Tennessee@tn.gov](mailto:Volunteer.Tennessee@tn.gov) no later than **Monday, September 16, 2019 by 3:00 p.m. CDT**. See page 8 for a complete funding process time line.

## PROPOSAL INSTRUCTIONS

### I. Title Page Instructions (“Volunteer Center Title Page” form)

1. Application Type: Check one box to indicate the type of legal applicant. If none of the boxes apply, please type in a description of the legal applicant in the space marked "Other."
2. Legal Applicant Information: Supply all requested information. Notification of grant awards will be sent to this address.
3. Program Information: Supply all requested information. If the legal applicant is also the organization that will operate the program, supply only the program name, the name of the program director (if known) and the director's phone number. If no one has been selected to direct the program, enter the name of the person who can be contacted to discuss the programmatic aspects of the program.
4. Budget: Include the federal dollar amount requested, the agency-pledged match amount and the total program cost for 2020. These amounts must be the same as the amounts in the completed Budget Form attachment. Non-federal agency match of 50% (cash or in-kind) is required.
5. Grant Period: Anticipated funding availability is January 1 - December 31, 2020. Program activities may not take place prior to January 1, 2020.
6. Counties to be served: Indicate all counties that will be served by the program activities using requested funds.
7. Certification: Enter the name and title of the official **who has the legal authority to commit the organization to accept federal funding and to execute the proposed project** (i.e. contract signatory). This should be the same person who signs the Assurances and Certifications (attachment 5). **Please note:** Since the proposal will be emailed, you should scan and email the signed Title Page.

### II. Program Narrative [Maximum 10 pages – single spaced] – see page 6 below for funding criteria for the program narrative

#### A. Program Design

Corporation for National & Community Service Commission Support Grant funds are to support the operations of state commissions in implementing their duties as required by the National and Community Service Act of 1990, as amended and the Edward M. Kennedy Serve America Act. Primary duties include execution of the State Service Plan (see Appendix 1), national service grant administration systems, recruitment of volunteers for national and community service, and the development of projects, training and technical assistance for national and community service. Volunteer Tennessee seeks the assistance of Volunteer Centers to carry out these responsibilities in local communities.

#### 1) Compelling Community Need(s).

- Describe the compelling community need(s) that you will address within the target community. Volunteerism is a means of meeting a community need (e.g. hunger,

The mission of Volunteer Tennessee is to encourage volunteerism and community service.

homelessness, etc.), so do not describe the absence of a volunteer center or the absence of volunteer recruitment and training as your community need. Provide citations that document the need.

- Why did you select this need as your focus?
- **If your program will operate at multiple sites**, demonstrate a need in each community you propose to serve.

## 2) Description of Activities

After selecting one or more priority areas below, describe your proposed activities for each priority and how these activities will meet the community need. Also describe how the activities will strategically and critically advance national and community service in Tennessee. Describe how your agency can provide or secure effective technical assistance to implement the proposed activities. **You must address at least one priority area below.**

Specific program priority areas include:

- Governor Bill Lee's Volunteer Mentorship Initiative.** Volunteer Tennessee will fund Volunteer Centers that recruit and enroll volunteers in Governor Bill Lee's Volunteer Mentorship Initiative (<https://www.tn.gov/governor/contact-us/mentors.html>) to mentor Tennesseans currently in prison. Volunteer Centers interested in this priority can contact Governor Lee's Director of External Affairs, Joseph Williams, at [Joseph.Williams@tn.gov](mailto:Joseph.Williams@tn.gov) for additional information. See Appendix 3 pages 5-7 and 9 for performance measure information.
- First Lady Maria Lee's Tennessee Kids Serve Summer Challenge.** Volunteer Tennessee will fund Volunteer Centers that recruit, enroll, and support K-6 students in First Lady Maria Lee's Tennessee Kids Serve Summer Challenge (<https://www.tn.gov/firstlady/tennessee-serves/tennessee-kids-serve-summer-challenge.html>) for the summer of 2020. See Appendix 3 pages 5-7 for performance measure information.
- K-3 reading success and/or college readiness programs.** Volunteer Tennessee will fund Volunteer Centers that directly recruit, train, and support volunteers in order to increase K-3 reading success and/or post-secondary preparation and enrollment. Volunteer Tennessee will also fund Volunteer Centers that provide capacity building activities to other organizations in order increase those organizations' ability to provide K-3 reading success and/or post-secondary preparation and enrollment activities. Volunteer Centers should consider partnering with local AmeriCorps programs to use volunteer recruitment, training and placement as a means to address K-3 reading success and/or college readiness. See Appendix 2 for National Service program listings. See Appendix 3 pages 5-7 and 9 for performance measure information.

## 3) Measurable Outputs and Outcomes

Successful applicants must address at least one of the program priority areas above and must include performance measures that identify a need and anticipated output and outcome measures. Refer to attachment 4 for the performance measure worksheet.

- Based on your selected priority area(s), briefly describe the measurable outputs and outcomes that will achieve your priority area(s). The narrative should include a clear commitment to support the Governor's Volunteer Mentorship Initiative; the First Lady's

The mission of Volunteer Tennessee is to encourage volunteerism and community service.

Tennessee Kids Serve Summer Challenge; and/or K-3 reading success and/or college readiness, including engagement of national service programs.

- Describe the systems and tools that you will use to track outputs and outcomes.

### **B. Organizational Capacity**

Strong administrative and financial systems are needed to provide the detailed documentation required for federal grant accounting. Some smaller agencies find that new internal control systems, including more detailed staff timekeeping, are needed to meet stringent accountability requirements. New grant recipients may be required to attend financial management training.

**Grant recipients will participate in at least one statewide grantee meeting hosted by Volunteer Tennessee.**

In this section of the grant application, please describe how your agency will address the “Organizational Capacity” criteria on page 6 below.

### **C. Budget/Cost Effectiveness**

Briefly discuss how the proposed budget will address the “Budget/Cost Effectiveness” criteria on page 6. Please note the source and amount of all matching funds and the agency’s plan to acquire additional funding as needed.

## **III. Budget Form with Detail**

Please use the attached Volunteer Center Budget Form with Detail (Excel format) required by the State of Tennessee. Please see pages 9-12 for the budget instructions and an example. Note that some items require detailed descriptions. Funding may be used for staff, travel, materials, supplies, related space and other direct costs. The Budget detail should show how each line item cost was derived and specifically for what it is allocated.

Applicants may apply for a minimum of **\$5,000** up to a maximum of **\$40,000** to support priority areas i-iii for the period January 1, December 31, 2020. A **50% match (non-federal)** – cash or in-kind – of the total budget is required. For example, an applicant requesting \$5,000 in federal funds through this application must provide \$5,000 in matching funds, which is 50% of the program total cost of \$10,000 (\$5,000 federal + \$5,000 match). Please describe the source of all matching funds.

## **IV. Performance Measure Worksheet**

Successful applicants must address at least one of the program priority areas (i-iii) in section II above and **must submit at least one completed Performance Measure Worksheet that identifies a need, inputs, intervention, anticipated outputs and outcomes, and tracking tools** that correspond to the selected priority area(s). Refer to attachment 4 for the Performance Measure Worksheet and Appendix 3 for instructions on Performance Measures. In particular, applicants should consider using performance measure pairs G3-3.1/G3-3.7 and/or G3-3.2/G3-3.8 with ED1/ED10 and/or ED1/ED11 for priority i; G3-3.1/G3-3.7 and/or G3-3.2/G3-3.8 for priority ii; and G3-3.1/G3-3.7, G3-3.2/G3-3.8, and/or G3-3.4/G3-3.10 with ED1/ED5 and/or ED1/ED10 for priority iii. If your application proposes more than one performance measure, please complete a separate Performance Measure Worksheet for each one. You may use applicant-determined performance measures that are consistent with the format in the performance measure worksheet.

## V. Assurances and Certifications (“Assurances and Certifications” form)

Please read carefully the enclosed Assurances and Certifications (attachment 5). This will be included in your final contract as part of the commitment. **Please note: This form must signed by an authorized official from your agency who has legal authority to make the assurances and certifications.**

## VI. Completed Financial Management Survey

Your financial officer or other qualified staff must complete and sign the Financial Management Survey (attachment 6). Please be sure to include all attachments requested in the Survey.

## VII. Most Recent Audit

Please submit an electronic copy of the agency’s **most recent audit**. This information will be used to assess organizational capacity and cost effectiveness of the program proposed. If an electronic copy is not available, you must submit a hard copy to the address below by the application due date of September 16, 2019.

Volunteer Tennessee  
312 Rosa L. Parks Ave., 18<sup>th</sup> Floor  
Nashville, TN 37243

## Funding Criteria

The Volunteer Tennessee Review Team will evaluate proposals based on the following criteria:

### **Program Design (60%)**

- Well-documented compelling community need(s).
- Well-designed activities with measurable outputs and outcomes that meet community needs.
  - Plan to support the Governor's Volunteer Mentorship Initiative;
  - Plan to support the First Lady's Tennessee Kids Serve Summer Challenge; and/or
  - Plan to provide K-3 reading success and/or college readiness, including engagement of national service programs.
- Strategically and critically advances national and community service in Tennessee.
- Ability to provide or secure effective technical assistance.

### **Organizational Capacity (25%)**

- Track record of effectiveness.
- Ability to provide sound programmatic and fiscal oversight.
- Sound track record in the issue area(s) to be addressed by the project.
- Well-defined roles and well-designed plans for staff and administrators.
- Sound track record of single program contact person or strong qualifications for new point person.
- Well-designed plans or systems for self-assessment, evaluation and continuous improvement.
- Sound track record in timely reporting and proper invoice submission.

### **Budget/Cost Effectiveness (15%)**

- Adequate budget to support program design, including 50% match from non-federal sources.
  - Commitment of applicant organization/host agency to securing resources for program implementation and/or sustainability.
  - Cost-effective within program guidance.
  - Sound federal/state grants monitoring track record with few or no findings.
- The mission of Volunteer Tennessee is to encourage volunteerism and community service.

The Review Team will use this application and other relevant documentation in its review. The Volunteer Tennessee board will make its grant funding decision on October 18, 2019. The contract effective date is anticipated to be January 1, 2020.

### **Accompanying Documents and Forms to this Notice**

#### **Attachments**

2. Volunteer Center Title Page
3. Budget Form with Detail
4. Performance Measure Worksheet
5. Assurances and Certifications
6. Financial Management Survey

#### **Appendices**

1. Tennessee 2019-2021 State Service Plan
2. TN AmeriCorps Program Directory (List of AmeriCorps programs in Tennessee)
3. Performance Measure Instructions

### **Additional Information about this Notice**

To learn more about this funding opportunity, visit the Funding Opportunities page on Volunteer Tennessee's web site [www.volunteertennessee.net](http://www.volunteertennessee.net). For any questions, please contact Volunteer Tennessee at [Volunteer.Tennessee@tn.gov](mailto:Volunteer.Tennessee@tn.gov).

### **2020 Reporting Requirements**

Financial reports are due quarterly. Invoices may be submitted as frequently as monthly and can serve as the required financial report. One progress report will be due with closeout documentation.

<b><u>Report</u></b>	<b><u>Period</u></b>	<b><u>Due Date</u></b>
▪ <b>1<sup>st</sup> Financial Report</b>	January 1– March 31, 2020	April 15, 2020
▪ <b>2<sup>nd</sup> Financial Report</b>	April 1 – June 30, 2020	July 15, 2020
▪ <b>3<sup>rd</sup> Financial Report</b>	July 1 – September 30, 2020	October 15, 2020
▪ <b>Final Financial/Progress Report</b>	October 1 – December 31, 2020	January 15, 2021*

Final reports include the 4<sup>th</sup> Financial Report (any expenses and match not reported earlier) and a Final Progress Report for the entire grant period summarizing progress through December 31, 2020.

\* Final program (not financial) report may be due earlier as part of continuation funding application.

## **Volunteer Center Grant Funding Timeline: 2019-2020**

August 16, 2019	Notice of Funding Availability and Application Instructions released.
<b>August 29</b>	<b>Application Technical Assistance Session at 1:00 p.m. CDT – Webinar.</b>
<b>September 16</b>	<b>Grant Applications due to Volunteer Tennessee by 3:00 p.m. CDT.</b>
September 18	Staff and Review Team receive applications for review.
October 2	Review Team scores due to Volunteer Tennessee.
October 4	Staff review complete, including recommendation to the Volunteer Tennessee Grants Committee.
October 9	Grants Committee conference call to develop Formula recommendation for full board.
October 18	Volunteer Tennessee Board makes Grant funding decision.
<b>October 21</b>	<b>Inform applicants of funding decision and provide application feedback to funded organizations if changes are needed.</b>
October 24	Acceptance of funding due to Volunteer Tennessee via e-mail and required changes completed by funded organizations.
October 23-25	Develop contracts.
October 25	Agency Contracts distributed to funded organizations for signature.
November 1	Signed agency contracts due to Volunteer Tennessee.
<b>January 1, 2020</b>	<b>Contract Start Date.</b>
December 31, 2020	Contract End Date.



## GRANT BUDGET INSTRUCTIONS AND EXAMPLE

The Grant Budget and budget line-item detail information must be sufficiently specific to accommodate proper controls and expenditure reviews.

All line-items are required— In line-items that WILL be funded, replace the zeros (“0.00”) associated with each line-item as appropriate. If a line-item will NOT be funded, leave the associated, “0.00” dollar amount.

**PERSONNEL** line-items— **DETAIL REQUIRED**— “Salaries”; and “Benefits & Payroll Taxes”— may be combined into one line-item with one total as follows; however, each staff member should have a separate line in the budget line-item detail tab:

3	Total Personnel	0.00	0.00	0.00
	Salaries			
	Benefits & Payroll Taxes			

**PROFESSIONAL FEE/ GRANT & AWARD** line-item— **DETAIL REQUIRED**—If this line-item is funded, attach to the grant budget a schedule providing specific, back-up detail and reference the detail schedule in the line-item (use the line-item detail model as appropriate).

If the grant provides for service unit/milestone rate payments (in which the payment rates are equal to the amount that the State has determined to be the reasonable and necessary cost for the associated unit or milestone), specify each service unit/milestone in the Professional Fee/ Grant & Award line-item detail schedule (clearly explain the unit/milestone of service and the associated rate).

**NON-PERSONNEL** line-items— **DETAIL REQUIRED**— “Supplies”; “Telephone; Postage & Shipping”; “Occupancy”; “Equipment Rental & Maintenance”; “Printing & Publications”; and “Travel/ Conferences & Meetings”— should be described by line-item in the budget line-item detail tab as follows:

5	Non-Personnel	0.00	0.00	0.00
6	Supplies			
7	Telephone			
8	Postage & Shipping			
9	Occupancy			
10	Equipment Rental & Maintenance			
11, 12	Printing & Publications			
	Travel/ Conferences & Meetings			

**INTEREST** line-item— **DETAIL REQUIRED**— If this line-item is funded, attach to the grant budget a schedule providing specific, back-up detail and reference the detail schedule in the line-item (use the line-item detail model as appropriate).

**DEPRECIATION** line-item— **DETAIL REQUIRED**— If this line-item is funded, attach to the grant budget a schedule providing specific, back-up detail and reference the detail schedule in the line-item (use the line-item detail model as appropriate).

**OTHER NON-PERSONNEL** line-item— **DETAIL REQUIRED**— If this line-item is funded, attach to the grant budget a schedule providing specific, back-up detail and reference the detail schedule in the line-item (use the line-item detail model as appropriate).

The mission of Volunteer Tennessee is to encourage volunteerism and community service.

**CAPITAL PURCHASE** line-item— This line-item is not allowed for Volunteer Center grants.

**INDIRECT COST (ADMINISTRATIVE COST)** line-item— Optional: add percentage associated with this line-item as necessary (e.g., 20%). Delete the instruction, “[PERCENT]” from the budget if a percentage is not detailed.

**TOTAL** line-item— The Grant Contract column total must equal the maximum liability of the Grant.

**DETAIL INFORMATION**— The attachment of detail information for selected line-items is required (as detailed above).

DO NOT include the reference, “(detail attached)” in a line-item:

- that is NOT funded; and
- for which no detail is required or attached.

It is optional to add detail information to further define ANY line-item by attaching to the grant budget a schedule providing specific, back-up detail and referencing the detail schedule in the subject line-item (use the line-item detail model as appropriate).

**NOTE**— Budget line-items described with the terms: “*contracts*,” “*contracted services*,” “*other*,” “*professional services*,” or “*miscellaneous*” will NOT be approved unless sufficiently specific explanatory information is detailed in the budget.

**GRANT BUDGETS MUST BE TYPEWRITTEN.**

*REFER ALSO TO THE EXAMPLE GRANT BUDGET ON THE FOLLOWING TWO (2) PAGES.*

**ATTACHMENT 1 - EXAMPLE  
GRANT BUDGET - EXAMPLE**

**GRANTEE:** TN Hospital Association

**PROGRAM AREA:** Critical Access Hospital Program

Refer to Department of Finance and Administration Policy 03, Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A for further definition of each expense object line-item in the model budget format. Policy 03 can be found on the Internet at: <http://www.state.tn.us/finance/rds/ocr/policy03.pdf>

THE FOLLOWING IS APPLICABLE TO EXPENSE INCURRED IN THE PERIOD: 4/2/13 through 12/31/14

POLICY 03 Object Line-item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY (detail schedule(s) attached as applicable)	GRANT CONTRACT	GRANTEE MATCH	TOTAL PROJECT
1	Salaries	\$70,000.00	\$0.00	\$70,000.00
2	Benefits & Taxes	\$31,500.00	\$0.00	\$31,500.00
4, 15	Professional Fee/ Grant & Award (detail attached)	\$198,300.00	\$0.00	\$198,300.00
5	Supplies	\$1,000.00	\$0.00	\$1,000.00
6	Telephone	\$500.00	\$0.00	\$500.00
7	Postage & Shipping	\$150.00	\$0.00	\$150.00
8	Occupancy	\$2,000.00	\$0.00	\$2,000.00
9	Equipment Rental & Maintenance	\$2,000.00	\$0.00	\$2,000.00
10	Printing & Publications	\$780.00	\$0.00	\$780.00
11, 12	Travel/ Conferences & Meetings (detail attached)	\$12,000.00	\$0.00	\$12,000.00
13	Interest (detail attached)	\$0.00	\$0.00	\$0.00
14	Insurance	\$0.00	\$0.00	\$0.00
16	Specific Assistance To Individuals	\$0.00	\$0.00	\$0.00
17	Depreciation (detail attached)	\$0.00	\$0.00	\$0.00
18	Other Non-Personnel (detail attached)	\$0.00	\$0.00	\$0.00
20	Capital Purchase (detail attached)	\$0.00	\$0.00	\$0.00
22	Indirect Cost	\$0.00	\$0.00	\$0.00
24	In-Kind Expense	\$0.00	\$0.00	\$0.00
25	<b>GRAND TOTAL</b>	\$318,230.00	\$0.00	\$318,230.00

The mission of Volunteer Tennessee is to encourage volunteerism and community service.

<b>LINE-ITEM DETAIL FOR: PROFESSIONAL FEE/ GRANT &amp; AWARD</b>	<b>GRANT CONTRACT</b>	<b>GRANTEE MATCH</b>	<b>AMOUNT</b>
Network Consulting for Hospital Feasibility Study, 5 hospitals @ \$10,000 ea.	\$50,000.00	\$0.00	\$50,000.00
Market Analysis Tool, upon completion	\$38,300.00	\$0.00	\$38,300.00
Emergency Medical Service, Training and Education, 10 hospitals @ \$6,000.00 ea.	\$60,000.00	\$0.00	\$60,000.00
Community/Patient Satisfaction Survey, 10 hospitals @ \$5,000.00 ea	\$50,000.00	\$0.00	\$50,000.00
<b>TOTAL</b>			<b>\$198,300.00</b>

<b>LINE-ITEM DETAIL FOR: Travel Conferences/Meetings</b>	<b>GRANT CONTRACT</b>	<b>GRANTEE MATCH</b>	<b>AMOUNT</b>
Rural Health Policy Institute	\$2,000.00	\$0.00	\$2,000.00
Routine Travel	\$2,000.00	\$0.00	\$2,000.00
Consultants, 8 Trips to Nashville @ \$1,000.00 ea.	\$8,000.00	\$0.00	\$8,000.00
<b>TOTAL</b>			<b>\$12,000.00</b>

The mission of Volunteer Tennessee is to encourage volunteerism and community service.